

**VISION 21 IMPLEMENTATION COMMITTEE**  
**MINUTES, AUGUST 1, 2002 -- (*Amended and approved 8/22/02*)**

**Members present:** Martin Greco, Matt Hausman, Ralph Jones, Jennifer Page, Paul Solomon, Barry Winston

**Members absent:** Bill Hofmann, Margaret O'Brien, Tim Higgins, Joe Greene, Sara Oaklander.

**Also Present:** Dolores Keefe

**Convening the Meeting:**

Jennifer Page opened the meeting at 7:00 p.m. Minutes from July 25, 2002 were amended and approved. The two primary amendments were in the section on "Long-term Planning Process": In the first paragraph, line 4, change the date of the BoS meeting to July 29; and in the second paragraph of this section, line 4, substitute "facilitating" for "overseeing."

**1. Reports on meetings with other Committees and Boards:**

Paul Solomon reported on his meetings with the Board of Selectmen (7/29) and the Planning Board (7/30) regarding his proposal for long-range planning.

- 1.1 Dr. Solomon's proposal was positively received by the Selectmen whose members concurred that some form of long range planning was needed and the Vision Committee appears to be the appropriate body to coordinate and guide this. Selectman Anne Marie Mahoney, though positive about the proposal, wanted to make sure that the BoS set the priorities and continue to have authority in the area of planning.
  - 1.1.1 Jennifer Page noted errors in the Citizen Herald regarding their report of the Selectman's meeting. The discussion was reported as a discussion of the Vision Implementation Committee, rather than of a proposal for long-range planning. Jennifer may decide to write a letter to the editor correcting this. Advice to her was mixed regarding the importance of this.
- 1.2 Dr. Solomon reported that his meeting with the Planning Board was positive towards the proposal; however, they were concerned that their mandate not be diluted.

**2. Vision Implementation Committee (VIC) Proposal, Other Issues**

Although the VIC continues in agreement with the proposal, there were a variety of concerns and questions raised and discussed. These include:

- 2.1 Jennifer noted that the proposal, if approved, would legitimize the VIC's contacting and interacting with other committees. She asked if we view the task forces as having a planning role or an implementation role regarding the designated areas. It was agreed that the initial activities of the task forces would be (1) to elucidate their mandate and define the scope; (2) to create a long-range plan for implementation. Both of these must occur before specific objectives can be determined and implementation proceed. Thus, planning is a central early element of the process, critical to effective implementation.
- 2.2 Matt Hausman was concerned about "Scope Creep," and wanted to make sure that the VIC, each task force, and the BoS are in agreement regarding scope before implementing a plan. Otherwise, the whole process would be at risk of changing or expanding scope and priorities.
- 2.3 A thoughtful discussion ensued regarding the operating procedure of task forces and the VIC. The issue was not resolved; however, a possible outline was proposed (see below).

**3. Operating Procedure: a possible outline**

- 3.1 The Board of Selectmen (BOS) would issue a mandate for each task force in the designated task area..
- 3.2 The VIC would suggest skill sets needed to complete the task or designated objective, thus helping to define qualifications sought for members.
- 3.3 The VIC would publicize a call for volunteers and would make suggestions to the BoS on task force members, (representatives for appropriate standing committees and boards, non-

appointed relevant groups, interested individuals), in so doing trying to broaden the pool of potential member candidates. The Board of Selectmen would also make suggestions. The final decision on membership of each task force, however, would be made by the BOS.

3.4 We discussed but arrived at no conclusion regarding whether task force members should be appointed by the Board of Selectmen.

3.5 Once convened, the task force would flush out scope and objectives and seek approval from the Board of Selectmen concerning these. This would take one or two meetings, and would be the first milestone to be completed.

3.6 With scope and objectives approved, the committee would develop a long-range plan and more immediate objectives. The committee would then go back to the Board of Selectmen to confirm if the written plan meets the Board's expectations.

3.7 By doing this, "Scope Creep" would be minimized. Once the plan is accepted by the B.O.S., then, and only then, would the task force move forward.

3.8 We discussed the role of the VIC in all of this; some areas of involvement would likely be the following:

3.8.1 Assist in finding members for the task forces

3.8.2 Report back to the Board of Selectmen on progress of the task forces; and also if there are any snags or issues that must be addressed.

3.8.3 Monitor the progress of the task forces to insure that milestones are met.

3.8.4 Ensure that each task force takes appropriate steps at each stage to reach out to and engage the public in discussion and problem-solving.

3.8.5 Question: Do we agree with this as the extent of the involvement of the VIC?

#### **4. Business Friendly Initiative:**

4.1 The remainder of the meeting was devoted to planning our business friendly initiative.

4.2 The first focus group is tentatively scheduled for September 10, 2002.

4.3 It was agreed that Ralph Jones would look into dates, times, locations, etc., taking into account input from Cavas about when he might be available.

4.4 Different marketing ideas for bringing the business community to the focus meetings included:

4.4.1 Enlisting the Chamber of Commerce to assist us.

4.4.2 Delores Keefe and others suggested identifying businesses in each major area to help us get the word out.

4.4.3 Use the Cole's Crisscross Directory in the library to identify companies and help with a mailing list.

4.5 Jennifer offered to draft a letter to the business community and also a possible flyer to circulate. She'll bring it to the next meeting for feedback.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

MARTIN J. GRECO